



University Enterprises, Inc.
SACRAMENTO STATE



SHIRLEY N. WEBER, Ph.D.
CALIFORNIA SECRETARY OF STATE

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Student Assistant Civic Enrichment Program



Program Background

The SOS is committed to being a premier workplace by investing in our student assistants. SOS Student Assistant Civic Enrichment Program is designed to improve student engagement with the office of the SOS and build a connection between education and the civic nature of the work in the office while increasing awareness about career paths and civil service jobs available both in the SOS and state service at large. The program exists to enhance students' experience while working at the SOS. A certificate of completion is provided to every student who completes the required components. The S.A.C.E. program is available on a voluntary basis to all Secretary of State Student Assistants, interns, and fellows, with the expressed written authorization of their direct supervisor. Students should endeavor to participate in professional development opportunities as their work schedules allow.

The Student Assistant Civic Enrichment Program will focus on the following objectives:

- ✓ **Career Development** - Increase opportunities to participate in on-line and virtual professional development training including such topics as business writing skills, strategies for effective communication and more.
- ✓ **SOS Enterprise Awareness** - Build awareness through attending division level presentations on division updates and projects, as well as agency-wide events.
- ✓ **Civic Engagement** - Cultivate an appreciation for the SOS' mission, vision and values through participation in SOS Archives Tours, California Museum Tours, and volunteer opportunities during Election cycles.

Upon completion of the Student Enrichment Program, students will create a portfolio to showcase accomplishments, including work samples, a list of projects or skills built, completed application documents, and a reference list. Students who complete the full course requirements of the program will receive a certificate of completion of the Student Assistance Civic Enrichment Program signed by the Secretary.

Meet Secretary Weber

Shirley N. Weber, Ph.D. was nominated to serve as California Secretary of State by Governor Gavin Newsom on December 22, 2020 and sworn into office on January 29, 2021. Before her appointment, Secretary Weber served four terms as an Assembly Member representing California's 79th Assembly District. During her tenure in the Assembly, Weber chaired several important committees, including the Assembly Elections and Redistricting Committee. Weber's genuine passion and tireless quest for equality and fairness in all sectors of life have resulted in her pursuit of reforms in education, criminal justice, and voting rights.



"Fellows, interns, and students are California's future, and they are highly valued at the Secretary of State"

- SHIRLEY N. WEBER, Ph.D.

About the SOS

The Secretary of State's Office (SOS) is comprised of over 500 employees who are dedicated to making government more transparent and accessible in the areas of elections, business, political campaigning, legislative advocacy, and historical treasures.

Our Divisions:

Executive - The Executive Division has responsibility for tasks ranging from communicating the Secretary of State's message to Californians to promoting safe and secure elections.

Elections - The Elections Division oversees all federal and state elections within California. They perform many duties relating to elections, such as educating voters across the state about their voting rights, promoting voter registration and participation, and certifying election results.

Archives - The California State Archives serves as a central location for California's historical treasures, documents, maps, and other records.

Political Reform - The Political Reform Division administers provisions of California's Political Reform Act in an effort to make election campaigns transparent and for voters to be fully informed of lobbyists' activities.

Business Programs - The Business Programs Division is the largest division of the agency, which primarily serves to register business entities and trademarks and enables secured creditors to protect their financial interests.

Information Technology - The Information Technology Division provides critical technical support and ensures data integrity to the agency.



To view the California Secretary of State Strategic Plan, visit:
www.sos.ca.gov/administration

The California Secretary of State has been proud to host fellows, interns, and students from renowned and prestigious programs, some of which include:



Executive Fellowship Program

As a comprehensive career development and executive leadership opportunity, the Executive Fellowship Program, under the Capital Fellows Programs, is designed to harness and inspire the next generation of California public leaders. Fellows must have a Bachelor's degree by September 1st of the fellowship year. Stipend.

Learn more: <https://executivefellowship.wordpress.com>



CCST Science & Technology Policy Fellows Program

During this yearlong program, CCST Science Fellows get a front-row seat learning about the craft and process of policymaking in California. Fellows work alongside decision makers to evaluate complex scientific issues and interpret data, while tackling the responsibilities of full-time staffers. Fellows must have a Ph.D. in a science-related field. Stipend.

Learn more: <https://ccst.us/ccst-science-fellows-program/>



McCarthy Fellows in Sacramento

In this summer program, McCarthy Fellows spend 12 weeks in full-time internships at Sacramento institutions that contribute to the California policy-making process. Fellows must be an undergraduate student at USF. Stipend.

Learn more: <https://myusf.usfca.edu/mccarthy>

"As a Fellow at the Secretary of State (SOS), I was able to meet leaders of community nonprofits, directors of agencies, and entrepreneurs working in tandem with state projects. My fellowship allowed me to outreach for state voter initiatives, study election policy, witness how California's history is archived, learn about how state elections are operated, etc. My time at SOS expanded my once limited view of the options that exist in and around government."

- Chadwyck L. Moore
Executive Fellowship, 2018-2019

"As a Fellow, I got the opportunity to work in the Executive Division and was mentored by the Deputy Secretary of State for Operations where I worked on agency and statewide projects that included the 2020 Census, the 2020 General Election, and projects in response to the COVID-19 pandemic. I gained valuable professional skills while working in a welcoming and collaborative environment."

Wendy Galván
Executive Fellowship, 2019-2020



Loveridge Summer Fellowship

The Loveridge Summer Fellowship Program is a 10-week opportunity for University of California, Riverside (UCR) students in California's capitol, and allows for fellows to build strong connections at the center of one of the nation's leading states. Fellows must be an undergraduate student at the UCR. Stipend.

Learn more: <https://bit.ly/3llwwMn>



UC Center Sacramento Internship Program

The University of California Center Sacramento (UCCS) provides students with an opportunity to study through seminars and internships in and around the state Capitol. Undergraduate students must be from throughout the university's 10-campus system. Unpaid.

Learn more: <https://uccs.ucdavis.edu/>



CIVITAS at Rio Americano High School

The CIVITAS internship program links the academic curriculum to "real life" experiences in the community. It is an extended learning opportunity requiring 75 hours of participation with a mentor. Interns must be high school students. Unpaid.

Learn more: <https://riocivitas01.wixsite.com/civitas>



University Enterprises, Incorporated

Students at Sacramento State or other colleges may apply to work as a student assistant at the Secretary of State's office through University Enterprises, Inc. (UEI). Student assistants are hired through UEI, and can work at the Secretary of State's Office as long as they maintain eligibility. Paid.

Learn more: <https://www.enterprises.csus.edu/>



California Latino Capitol Association Foundation

The CLCAF Summer Internship Program strives to provide high school students, particularly from underserved communities, a chance to gain a meaningful professional experience in public service. CLCAF interns are trained, mentored, and supported by experienced Capitol staff. Interns must be high school students. Scholarship.

Learn more: <https://www.clcafoundation.org/copy-of-about-us>

"In the summer of 2019, I worked on several projects related to the Help America Vote Act and the Statewide Voter Registration Database, VoteCal. I have met countless talented and kind people at the Secretary of State (SOS), and I have been even more lucky to call some of them friends. Across my three years at the SOS, I gained an appreciation for the agency's mission, as well as the desire to dedicate my life's work to public service. A message I would like to convey to posterity would be that the noble contributions of the SOS to California are tangible for all."

- Stephen Liu
Student Assistant, 2018-2021

University Enterprises, Inc.

University Enterprises, Inc. (UEI) is a dynamic, professional, student-focused non-profit. Both state agencies and private employers use UEI's California Intern Network, which is the largest provider of student assistant employment opportunities in California, as their primary source for Student Interns.

How to Qualify

To join the internship program and work as a Student Intern, you must:

- ✓ be 18 years of age and currently enrolled and attending classes during the regular term at any *qualifying institution of higher education; or
- ✓ an undergraduate student enrolled in a minimum of six semester units or nine quarter units; or
- ✓ a graduate student enrolled in four semester units or six quarter units; or
- ✓ if you are a foreign student, provide appropriate documentation that authorizes employment.

*Qualifying institutions include, but are not limited to: Sacramento State; any campus of the CSU or UC systems; any community college campus; or a private university offering a four-year degree or a credential program. Institutions of higher education that have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.



How to Apply

- Visit ueijobs.peopleadmin.com/postings/search
- Search "Secretary of State" to find openings in the agency. The Secretary of State will post openings on a rolling and as needed basis.

For More Information, Contact

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To learn more, visit:
enterprises.csus.edu

For general information about
the Secretary of State, visit:
sos.ca.gov



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